

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNTANT V -  
Funds Management and Financial Reporting

SALARY GROUP: B21

DEPARTMENT: Accounting and Business Services

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Kathy McHargue DATE: 02/10/2011

POSITION #: 031228

**I. JOB SUMMARY**

Performs highly complex accounting work. Work involves preparing and overseeing the preparation of financial analyses and reports; establishing, maintaining, and overseeing accounting systems, procedures, and controls; and preparing and overseeing the preparation of agency budgets. Works under limited supervision with considerable latitude for the use of initiative and independent judgement.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares and oversees the preparation of cost analyses; coordinates data compilation for periodic financial reports, analyses, and submissions; and develops, coordinates, and produces reports for monitoring and reporting agency financial information.
  - B. Directs the maintenance of accounting records to include receipts, disbursements, and journals; and establishes, maintains, and oversees the maintenance of systems and controls necessary to provide accounts of expenditures and budget balances for agency programs to ensure accurate cost information is available.
  - C. Reconciles and oversees the reconciliation of active appropriations in LONESTARS and USAS, federal and state grant revenues, and fixed assets; and transfers required funds between governmental entities.
  - D. Reviews, evaluates, and provides technical assistance to administrative, supervisory, and technical staff on financial accounting matters; and reviews, evaluates, and provides technical assistance to staff performing accounting transactions.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning accounting, auditing, statistical analysis, or financial operations experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
4. Experience in a governmental financial operation preferred.

**B. Knowledge and Skills**

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
2. Knowledge of state and federal laws, rules, regulations, and statutes pertaining to financial operations.
3. Knowledge of governmental accounting and control methods.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.

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9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to review technical data and prepare technical reports.
11. Skill to develop and evaluate administrative policies and procedures.
12. Skill to apply highly advanced accounting theory.
13. Skill to analyze, consolidate, and interpret financial data.
14. Skill to prepare and maintain complex records and files in an automated system.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.